## expense | monthly tracking report

claimant | Taylor, Sheila

position | Trustee, Wards 11 & 13

level | Board of Trustees

reporting period | May 1 to June 30, 2013

date of report | August-14-13



Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Rocky View School Division	05/24/2013	Alberta School Boards Association - Zone 5 Edwin Parr Teacher Award Recognition Evening - May 16, 2013	\$45.00	other disclosed	BUS general
Alberta School Boards Association (ASBA) Spring General Meeting Red Deer, Alberta	06/01/2013	Registration - ASBA Spring General Meeting June 2-4, 2013 Red Deer, Alberta	\$603.75	travel	BUS general
Alberta School Boards Association (ASBA) Spring General Meeting Red Deer, Alberta	06/04/2013	Accommodation - ASBA Spring General Meeting June 2-4, 2013 Red Deer, Alberta	\$349.80	travel	BUS accommodation
Alberta School Boards Association (ASBA) Spring General Meeting Red Deer, Alberta	06/04/2013	Mileage - Calgary to Red Deer & Return - June 4, 2013	\$150.00	travel	BUS mileage

### INVOICE **ROCKY VIEW SCHOOL DIVISION NO. 41**

2651 Chinook Winds Drive SW Airdrie AB T4B 0B4 Phone (403)945-4000 Fax (403)945-4001 www.rockyview.ab.ca

Date:

CALGARY BOARD OF EDUCATION 1221 8TH STREET SW CALGARY, AB

S. Taylor = \$45.00

TZR OL4

Customer #:

Invoice #:

Invoice Total:

225.00

07-May-2013

Detach and return top portion of this invoice with cheque payable to Rocky View School Division No.41

Description	Amount
Edwin Parr Tickets - 5 @ \$45.00 each	
Ferguson, Taylor, Bazinet, King and Lane	225.00

Terms: Payable upon receipt

Make Cheques Payable to: Rocky View School Division No.41 2651 Chinook Winds Drive SW Airdrie AB T4B 0B4

Finance: Clndy Stuart **Budget Officer** (403)945-4044 cstuart@rockyview.ab.ca

Benefits: Paula Van Tol (403)945-4048 benefits@rockyvlew.ab.ca

Invoice Total:

Quote: Invoice #

Customer #

225.00

Revised Nov 2012



# Calgary Board | Trustee Professional Development and Travel & Subsistence Expense Report

Must be completed upon return from every business trip for reporting purposes and any out of pocket expenditures. Completed form will be submitted to Accounts Payable.

Details of Trip   Please Print	Date: June 10, 2013
Trustee's Name Sheila Taylor, Trustee Wards 11 &	13
Purpose of Trip / Name of Conference: ASBA Spring	General Meeting
Departure and Return Date June 2-4, 2013	Destination:_Red Deer, Alberta

Description of Expenses   Please attach receipts	Total Cost (Indicate currency If not Cdn)	Exchange Rate Adjusted Amount (If applicable)	Amount Paid by CBE Invoice/P-Card/ Payroll for Mileage (including GST)	Amount Paid By Claimant For Out of Pocket Expenditures (including GST)	Alias to be Charged for Claimant's Expenses
Registration/Conference Fees	603.75		603.75		
Travel Costs					
Airfare					
Insurance					
Rail/Bus					
Taxi/Shuttle Bus/Car Rental at Destination					
Personal Vehicle 300 Km @ 50¢/Km (submit via PeopleSoft)	150.00		150.00		1
Parking – at Destination					
Accommodation					
2 Nights @ \$ 174.90 (Single Rate)	349.80		349.80		
Telecommunication Charges (Internet, Phone calls)	oporotopopolitaria alexandra				
Meals – Receipts required (Including tips, excluding meals covered by Conference or Others)					
Breakfast(s) (Maximum \$12.00 each)					
Lunch(es) (Maximum \$17.00 each)					
Dinner(s) (Maximum \$26.00 each)					
Other – Provide Details					
TOTAL COST OF TRIP	1103.55		1103.55	300000-0000000000000000000000000000000	
AMOUNT DUE TO CLAIMANT					
GST Breakout Area					

NOTE: Copies of amounts paid through the P-Card, Invoices and Mileage Claim Forms must also be attached to this claim, in addition to items claimed for all Out of Pocket Expenses.

Personal Information is collected under the authority of Alberta's Freedom of Information and Protection of Privacy Act (FOIP). The information included in this report is collected for the purpose of expense reporting and reimbursement and may be disclosed to the public as required by the CBE's policies and practices, Alberta Government policies and legislation, or a FOIP request. I have reviewed the attachments to ensure that confidential information has been removed or redacted. I certify that the above claim is correct.

Original signed by S. Taylor	Original signed by B. Selanders		
Claimant's Signature	Payment Authorization		



1200, 9925 - 109 Street Edmonton, Alberta T5K 2J8 Phone: 1.780.482.7311 Fax: 1.780.482.5659 www.asba.ab.ca Email: hrogers@asba.ab.ca Business #: 10669 4268

BILL TO:

Calgary School District No. 19 1221 - 8 St SW Calgary AB T2R 0L4

## INVOICE

NUMBER

DATE

July 15, 2013



(403) 817-4000 Ext.

Customer Number	P.O. NUMBER		TERMS		
		Due on Rec		eipt	
DESCRIPTION		REQ.	UNIT PRICE	EXTENDED PRICE	
Spring General Meeting 2013 Attendee(s): C.Bazinet, J.Bowen-Eyre, P.Cochrane, L.Fergu P.King, G.Lane, S.Taylor	son,	7	575.00	4,025.0	
Taylor = \$575.00 +	gst = \$603.75				
			NET AMOUNT	4,025.0	

NET AMOUNT	4,025.00
FREIGHT G.S.T.	201.25
TOTAL DUE	\$4,226.25

3310 50 Avenue
Red Deer, AB T4N 3X9
403-346-2091
http://www.starwood.com



Taylor, Sheila 1221 8th Street Sw Page Number 1

Invoice

Guest Number Folio ID Arrive Date 06-02-2013

Calgary, AB T2R 0L4

No. Of Guest Room Number Time Depart Date 06-04-2013

Duplicate Invoice

Tax Identification R835355694

Date	Reference	Description	Charges	Credits
06-02-2013		Room Charge	\$159.00	
06-02-2013		GST Room Charge	\$7.95	
06-02-2013		Tourism Levy	\$6.36	
06-02-2013		Destination Marketing Fee	\$1.59	
06-02-2013	DEPOSIT	Deposit Applied		\$-349.80
06-03-2013	g.	Room Charge	\$159.00	
06-03-2013		GST Room Charge	\$7.95	
06-03-2013		Tourism Levy	\$6.36	
06-03-2013	1000	Destination Marketing Fee	\$1.59	
		** Total	\$349.80	\$-349.80
		** Balance	\$-0.00	

For your convenience, we have prepared this zero-balance folio indicating a \$0 balance on your account. Please be advised that any charges not reflected on this folio will be charged to the credit card on file with the hotel. While this folio reflects a \$0 balance, your credit card may not be charged until after your departure. You are ultimately responsible for paying all of your folio charges in full.

Continued on the next page

3310 50 Avenue
Red Deer, AB T4N 3X9
403-346-2091
http://www.starwood.com



Taylor, Sheila 1221 8th Street Sw Calgary, AB T2R 0L4 Page Number Guest Number

Folio ID No. Of Guest Room Number Time Invoice

Arrive Date

06-02-2013

Depart Date

06-04-2013

Duplicate Invoice

GST	Summary	GST#	R83535694	RT0017	
GST	Room Revenue				15.90
GST	Food & Beverage				0.00
GST	Telephone				0.00
	Other				0.00
					15.90

GST Other R835355694

#### EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room Chgs	Food & Bev	Telephone	Other	Total	Payment
06-02-2013	\$174.90	\$0.00	\$0.00	\$0.00	\$174.90	\$-349.80
06-03-2013	\$174.90	\$0.00	\$0.00	\$0.00	\$174.90	\$0.00
Total	\$349.80	\$0.00	\$0.00	\$0.00	\$349.80	\$-349.80

We are pleased to confirm your ~ miles will be awarded for this visit. Thank you for your stay with us.

Thank you for choosing Starwood Hotels We look forward to welcoming you back soon!

Tell us about your stay. www.sheraton.com/reviews



# Kilometre Travel Log

Directi

ns: Complete this form to track kilometres travelled. To receive payment, please enter the total weekly kilometres into your timesheet in PeopleSoft, then submit a hardcopy of the Kilometre Travel Log form to your Manager or Principal. You may wish to retain a copy for your own records.

Section 1: Y	our Employee Information To be o					
Employee II	:* First Name:* S	Sheila Last Name:*	Taylor,	Trustee Wards	11 & 13	
Section 2: T	rip Details: To be completed by Em	ployee Record the date, purpo	ose, begin	ning and ending lo	ocations, and	
Date	Purpose for Trip	Trip Starts From	Trip	Ends At	Distance in km	
02-06-13	ASBA Spring General Mtg.	Calgary	Red	d Deer	150	
04-06-13		Red Deer	Cal	lgary	150	
				lie-xwen		
				April 100 miles (100 m		
<del></del>	ekly km must be entered into the time	sheet in PaonlaSoft	Tot	al Kilometres	300	
Section 3:	To be completed by Employee and A cheincoming@westcanadian.com					
Employee Signature:*	Original signed by S. Taylor	Time Approver Na	me:*	Brenda Sela	inders	
Employee Phone:*	403-817-7927		Time Approver Signature:* Origin		iginal signed by B. Selanders	
Date DD-MM	Time Approver Phone:* 403-817-7925	Date DD-MM-YY:*	Jun	c 10,20	713	
management of	ation is collected under the authority of Alberta's Free personnel and for the delivery of various Human Res ions of FOIP. If you have any questions about the F	sources programs at the Calgary Board	of Education.	. It will be treated in acc	cordance with the privacy	

and/or the use of the information, please contact the Employee Contact Centre at 1-877-353-2555.